

### **3b. Progress Reporting**

AmeriCorps programs are required to submit four quarterly progress reports to Nevada Volunteers annually. [Progress reports](#) monitor a program's progress toward meeting annual performance measure targets, assess program strengths and challenges, highlight unique program achievements and identify opportunities for further training and technical assistance. Nevada Volunteers uses this information not only to report to CNCS, but also to the Commissioners, our communities and government leaders. Progress reports are submitted through the OnCorps system and a set of instructions is provided to give guidance for each report that is required in the system. Reports are reviewed by Nevada Volunteers staff who provide feedback to each program within 30 days of submission. This feedback may include requests for additional information to be submitted in OnCorps or by email. Quarterly Progress Reports are aggregated into mid-year and final Grant Progress Reports submitted to CNCS through eGrants.

Nevada Volunteers expects all progress reports to be thoughtfully constructed to provide an accurate reflection of the program's accomplishments and challenges for the reporting period.

At a minimum, programs must ensure that:

- All reports are completed
- All source documents for performance measures are valid and reliable
- All questions are accurately answered
- Challenges are honestly outlined
- Measures to address challenges, improve the program, and comply with federal rules and provisions are clearly identified
- Any clarifications that are requested through progress report feedback are completed on time in either OnCorps or by email

Progress Reports are due to Nevada Volunteers quarterly on the following dates:

- Q1 (September 1 - December 31): Report due January 15, 2018
- Q2 (January 1 - March 31): Report due April 15, 2018
- Q3 (April 1 - June 30): Report due July 15, 2018
- Q4 (July 1 - August 31): Report due October 15, 2018
- Q5 (only applicable for grantees approved for a no cost extension): Due 30 days after end of extension

For all quarters, programs must complete the GPR in OnCorps under Reporting → Submit OnCorps GPR. The following items must be completed as part of the progress reporting requirements in OnCorps:

- Tab 1- General Information: Enter AmeriCorps Program name, grant number, Program year, and reporting period dates. If you have a grant amendment, also include this information.
- Tab 2- Demographics: The number of applicants and the number of leveraged volunteers are the only two required fields in this report. If you collect data relevant to

the other fields please include it (number of veterans serving, type of schools served, etc.).

- Tab 3 - MSY (only completed for Q2 & Q4): This report is completed by entering data for MSY/Members for each objective within your performance measures. You will need to reference your performance measures as entered in eGrants to select the appropriate objectives, and targets for MSY and Members. The final two items can be accessed by selecting "Reporting"-->"Submit Service Reports."
- Tab 4 – Performance Indicators: On this tab explain any instances where enrollments or exits were not completed within 30 days.
- Tab 5 - PM Progress Reports: This feature is used to report on your progress towards meeting the approved performance measures.
- Tab 6 – Narratives: Answer these questions based on the guidance given by CNCS (hyperlink to guidance is provided at top of page on Tab 6 in OnCorps).

There are additional requirements for the midyear (April 15) and final (October 15) grant reports:

- One completed data collection instrument your program uses to document non-AmeriCorps member volunteer generation emailed to your Nevada Volunteers Contact
- AFR/FFR (Aggregate Financial Report in the OnCorps System) Report is due in the OnCorps System
- The [Unexpended Funds Report](#) emailed to your Nevada Volunteers Contact
- Two Great Stories from members - members should be completing great stories throughout the year. Please highlight two for Nevada Volunteers review.